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*M.Com., DIT, MBA, Ph.D*

**Controller of Examinations**

**Date: 18.09.2020**

**U.G. Final Year/ P.G. Final Semester / P.G. Final Year Examinations, 2020 will be held On-line /  
Off-line / Blended mode:**

The University of Kalyani will conduct UG Part-III/ P.G. Final Semester/ P.G. (DODL) Final Year examinations, 2020 from October 1<sup>st</sup> to 18<sup>th</sup>, 2020. The examinations will be conducted under the supervisions of the respective Principal/TIC/OIC/HoD of the PG Department/ Director, DODL.

**GENERAL GUIDELINES FOR U.G./P.G./DODL END-TERM/ FINAL YEAR EXAMINATIONS,  
2020 TO BE HELD DURING THE PANDEMIC CAUSED ON ACCOUNT OF SARS-COV-2**

**ESSENTIAL NOTE : STUDENTS NOT SATISFIED WITH THE MODE OF EXAMINATIONS OR RESULTS THEREUPON MAY SIT FOR OFF-LINE EXAMINATIONS TO BE CONDUCTED BY THE UNIVERSITY AS AND WHEN THE PANDEMIC SITUATION IMPROVES.**

1. Students/Examinees having valid Registration Numbers, Roll Numbers, and possessing proper Admit Cards may write the examinations, **sitting at home**, in accordance with the programmes given on the University/College websites.
2. Question papers/assignments may be downloaded, **one hour before** the commencement of the examinations, from the University of Kalyani and respective College **websites** on the day of examination.
3. Only in very special cases, the examinees themselves or through their authorized representatives may collect question papers / University approved answer papers before one hour of commencement of examination. The respective college Principals/T.I.Cs/O.I.Cs /DODL may request the University to get answer papers (khatas) on which students may write their answers.
4. The examination will be held on the basis of specified syllabus of the respective semesters/ parts prescribed by the University of Kalyani. In case of P.G. departments questions/assignments will be set from within the covered syllabus.

5. In the examinations, all students are asked to submit the scanned answer scripts (**in A4 size paper**) within two hours from the completion of the examination as per schedule, through email/WhatsApp duly specified by their respective Colleges/P.G. Departments/DODL which will already be posted on their websites.
6. Any examinee having difficulty in uploading answer-scripts may send the written answer-scripts duly sealed in an envelope to a designated office of the University/ College through authorized representative or he/she may submit the answer script on the following day (i.e. the day after the question paper for the specific examination was put up on the website of the University/College), within a time to be specified on the respective website, subsequent to the date of examination.
7. Examinees must write their respective **Registration Numbers and Roll Numbers on the top of each page. They are strongly advised to put page numbers as well.**
8. Students are also strongly advised to write answers in their own words.
9. The submission of the answer scripts after the schedule time and date shall not be entertained.
10. There may be a little variation in time because of connectivity issues. The Principals/TIC/OIC/DODL/HoD of PG Department may consider the issue, if necessary.
11. It is reiterated that **STUDENTS NOT SATISFIED WITH THE MODE OF EXAMINATIONS OR RESULTS THEREUPON MAY SIT FOR OFF-LINE EXAMINATIONS TO BE CONDUCTED BY THE UNIVERSITY AS AND WHEN THE PANDEMIC SITUATION IMPROVES.**

### **Practical Examinations**

**Option-1:** The practical examinations may be held in the same mode mentioned above. The question papers/assignments shall be set on the methodology / theory of the practical subject.

**Option-2:** The papers for practical examination may be evaluated on the basis of regular assessment made throughout the course.

The respective College Authority/ P.G. Departmental Committee/ PGBOS shall take the final decision in this regard.

**Evaluation of Answer Sheet and publication of Result:**

1. The answer scripts shall be evaluated by the teachers of the respective department under the co-ordinatorship of the Principal/ T.I.C/ O.I.C/DODL. of the college. In P.G. departments, teachers involved with respective course(s) may be assigned to evaluate the answer scripts, as decided by the respective departmental committee/PGBOS/Director, DODL. In all cases, decision by the Principal/ T.I.C/ O.I.C./HoD of P.G. department/Director, DODL shall be deemed final.
2. The **link to the portal** containing the details of the candidates and their respective award slips will be sent to the concerned Colleges/P.G. departments/Director, DODL well in advance of the examination date. After the due evaluation of the answer scripts, the College authorities/Heads of the P.G. departments/Director, DODL shall enter the marks awarded in designated parts of the award slips and send the final document through on-line to the Department of Controller of Examinations within 20.10.2020.
3. The expected date of publication of the results of U.G. Part-III/P.G.(DODL) Final Year/P.G. Semester examinations is **31.10.2020**.

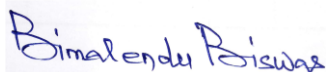
This is being issued under the kind direction of the Hon'ble Vice-Chancellor.

Sd/-

Controller of Examinations

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